

## Position Description (Te Whakaaturanga Tūranga Mahi)

<b>Position Title (Te taitara):</b>	Team Leader
<b>Business Unit (Te wāhanga):</b>	External Assessment
<b>Grade (Te taumata):</b>	M2
<b>Last Review Date (Te rā):</b>	July 2022

## Overview – NZQA’s Role (Te tirohanga whānui – Ngā mahi a NZQA)

NZQA ensures that New Zealand qualifications are valued as credible and robust both nationally and internationally.

“Qualify for the future world” describes the focus of our work.

We are accountable for managing the New Zealand Qualifications Framework, administering the secondary school assessment system, independent quality assurance of non-university education providers, qualifications recognition and standard setting for some specified unit standards.

NZQA is a Te Reo Māori learning organisation.

More information can be found on our website at [www.nzqa.govt.nz](http://www.nzqa.govt.nz).

## Public Service (Te ratonga tūmatanui)

Ka mahitahi mātou o te ratonga tūmatanui hei painga mō ngā tāngata puta noa i Aotearoa i āiane, ā, hei ngā rā hoki kei tua. He kawenga tino whaitake tā mātou hei tautoko i te Karauna me āna hononga ki a ngāi Māori i raro i te Tiriti o Waitangi. Ka tautoko mātou i te kāwanatanga manapori. Ka whakakotahingia mātou e te wairua whakarato ki ō mātou hapori, ā, ka arahina ā mātou mahi e ngā mātāpono, ngā tukanga me ngā tikanga matua o te ratonga tūmatanui.

Mō ētahi atu whakamārama, tirohia te paehono nei <https://www.publicservice.govt.nz/about-us>

Being in the public service we work collectively to make a meaningful difference for New Zealanders now and in the future. We have an important role in supporting the Crown in its relationships with Māori under the Treaty of Waitangi. We support democratic government. We are unified by a spirit of service to our communities and guided by the core principles and values of the public service in our work.

You can find out more about what this means at (<https://www.publicservice.govt.nz/about-us>).

## Division Overview (Te tirohanga wāhanga)

The Assessment Division is responsible for:

- administering the National Certificates of Education and ensuring valid and reliable national assessment
- setting, preparing and marking external assessment for externally assessed NCEA Achievement standards and New Zealand Scholarship

- processing student entries and results, statistical analysis, measurement and reporting of results
- liaising with schools on assessment matters, moderation of internal assessment and development of assessment support material
- providing professional development support for teachers in assessment practice
- evaluation of secondary schools' application for Consent to Assess and subcontracting, and course approval for International students
- quality assuring assessment in secondary schools and other providers with Consent to Assess assessment standards listed on the Directory of Assessment Standards
- maintaining the national Record of Achievement for standards-based qualifications

## **Business Unit Overview (Te tirohanga whānui ā-tari)**

The External Assessment Business Unit team members are at the interface between assessment theory and practice. The team is responsible for the implementation of evidence-based analysis and evaluation to ensure that national external assessment is valid, reliable and nationally consistent.

- The functions of the External Assessment Business Unit include:
- development and production of all NCEA and New Zealand Scholarship external assessment
- management of contractors - specialist teachers engaged for the development and marking of external assessment including Common Assessment Activities, examinations and portfolios/submitted reports
- management of the New Zealand Scholarship Awards process
- provision of evidence-based assessment advice for the review of standards and for the Ministry of Education's ongoing development of teaching and learning resources and guidance for the senior secondary
- developing external assessment resources to support the move to online assessment of NCEA and New Zealand Scholarship.

## **Purpose of Position (He whakamārama)**

Team Leadership and Management - As a member of the Assessment Division leadership group you are expected to:

- role-model the culture and values of NZQA
- add value to the leadership in NZQA, and work with peers to improve the capability and capacity of the business unit, the division and NZQA
- apply solutions-based thinking to remove barriers to better outcomes for ākonga

The Team Leader is expected, as a member of the business unit leadership, to work with other team leaders and the Deputy Manager in developing strategy, leading change, setting priorities, monitoring delivery and managing risk. They are also expected to evaluate current practice and results and drive improvements to ensure that the assessment for qualifications for standards is credible and nationally consistent.

The role of a Team Leader in the Assessment Division is to:

- provide oversight of assessment to ensure consistency with the national standard both between subjects and across years and to ensure valid and reliable assessment.
- provide leadership within the team in the planning, development, implementation and review of assessment, and the systems and processes underpinning fair, valid and reliable assessment for ākonga
- lead change

- create a positive team culture and uphold high standards of performance and integrity, and the values of NZQA
- lead the implementation of NZQA policy with their team

In addition, the Team Leader Assessment undertakes a range of portfolio responsibilities within the Assessment Division and deputises for the Deputy Manager, External Assessment as required.

## **Working Relationships (Te hononga tāngata)**

**Responsible to:**

- Deputy Manager, External Assessment

**Responsible for:**

- National Assessment Facilitators (4-5)
- Editors (2-3)

### **Functional relationships:**

**Internal:**

- Members of the business unit leadership
- National Assessment Facilitators and Editors
- Ngā Poutoko Aromatawai Māori team
- Team Leaders, School Quality Assurance & Liaison
- Business Services team members
- Manager and staff of the Data & Data Analysis team
- Programme Leads in the NCEA change programme
- Team Leaders, Assessment & Moderation
- Equity Champions

**External:**

- Ministry of Education officials
- Assessment (specialist education professionals) contractors
- National and Regional Subject Associations
- Educators – classroom teachers, Heads of Department, Heads of Faculty, and tertiary assessors.
- Student voice; Secondary School students and tertiary students

## **Delegations (Ngā mahi ā-ture)**

This position has people and/or financial and/or statutory delegations. Please refer to the Delegation Registers (in Promapp) for full details of these responsibilities.

## **Key Accountabilities (Ngā haepapa matua)**

### **As a Team Leader**

- Create a team environment and lead staff in a manner that fosters effective and professional working relationships and high performance.
- Provide clear direction and ensure that the team has a sound operating plan to give effect to the assessment priorities and accountabilities; ensure the team is well connected and engaged with NZQA priorities and to the assessment strategy and thinking at the team and systems level.
- Ensure that Team Members are clear about what is expected of them (objectives, quality standards, teamwork, delivery timeframes), and that they have the training, resources and support to be effective in their role. Monitor and manage performance.
- Lead the implementation of the assessment changes arising from the review of the NCEA and the Review of Achievement Standards.

- Lead open and rigorous evaluation of assessment and drive continuous improvement.
- Plan the medium to longer term capacity and capabilities required for the team and for the external specialist workforce taking into account planned change and the learning from evaluation and review.
- Manage well-structured and consistent team processes to enable team members to articulate their views, raise issues and to solve problems.
- Monitor delivery with the Team and be proactive in managing any variances in quality and time to ensure that work is on track.
- Plan for the implementation of new tasks and / or projects, including an evaluation of capacity and resource requirements. Ensure that there is effective workload management.
- Ensure that every member of the team has a professional development and work plan in place.
- Ensure that deliverables are achieved, milestones are met, risks are identified and minimised, and team resources are effectively managed.
- Evaluate and manage the performance, effectiveness and workload of each team member.

### **Assessment Management**

- Monitor the implementation and review of assessment processes and systems for delegated subject areas and portfolios. Undertake systematic evaluation of assessment quality, reliability and systems.
- Monitor team progress to ensure readiness to deliver quality assessment on time.
- Provide oversight and monitor the quality of the appointments, training and the performance of contracted assessment personnel.

### **Systems Development and Implementation**

- Contribute to the leadership of the External Assessment team in the planning, development and delivery of:
  - assessment systems and procedures.
  - methodologies and processes.
  - evaluation of changes in assessment.
  - reliability and validity .
  - external workforce capability and capacity.

### **Relationship Management**

- Build productive and professional working relationships within the team, with other NZQA Business Units, and with the Ministry of Education.

### **Financial Management**

- In consultation with the Deputy Manager, External Assessment develop an annual business plan and budget for the team, including activities.
- Regularly monitor and report against the agreed team budget.
- Make optimal use of resources and both report and manage variances.
- Effectively manage people and resources to ensure quality and efficiency

### **Planning & Reporting**

- Ensure that improvement opportunities, risks and issue are identified through systematic analysis of data and regular reporting to ensure assessment quality.
- Establish, manage, monitor and review systems for national external assessment.

- Analyse and report on external assessment results and capability for national assessment.
- Report to the Deputy Manager, External Assessment against the business and operational plan.
- Report on anticipated problems and areas of risk and prepare strategies to mitigate or solve them.

## **Communication**

- Uphold the integrity, public service values, timeliness, transparency and responsiveness in replying to media, complaints, OIA's, Parliamentary Questions and government correspondence.
- To maintain sector confidence within an area of responsibility by synthesising and responding to requests from the sector for information or explanations.

## **NZQA Priorities (Ngā whāinga nui o NZQA)**

The following areas are priorities for NZQA. Support and guidance will be provided to ensure these priorities are able to be met by all staff.

### **Health, Safety & Wellbeing**

- Ensuring that all work is carried out in a safe and responsible manner that does not compromise the health and safety of self or others in the workplace.
- Complying with policies, procedures and directives issued by NZQA on health and safety matters.

### **Privacy & Security**

- Acting in accordance with privacy and security policies and procedures.
- Maintaining the strictest confidentiality when dealing with any personal or sensitive information.
- Ensuring documents containing personal information are always kept secure.
- Maintaining a 'clear desk' in accordance with policy.

### **Knowledge / Records Management**

- Working collaboratively and creating a learning environment by ensuring all business documents and information are made accessible for staff to use.
- Ensuring that all business records, created and received, are maintained and disposed of according to the requirements of the NZQA information and records management policy, guides and processes.

## **Person Specification (Ngā pūmanawa tāngata)**

### **Knowledge, Skills and Experience (including Technical Competencies)**

#### **Essential:**

- a sound understanding of the principles associated with learning, curriculum, and assessment based on a sound knowledge of the education sector and extensive experience in senior secondary or tertiary education
- the ability to lead, motivate and manage a professional team and to add value to the External Assessment Management team and the NZQA leadership group
- a demonstrable ability to manage the performance of a team (and the individuals within) effectively
- a drive for improvement and delivery

- the ability to engage meaningfully with Māori, underpinned by an understanding of Te Ao Māori and a Māori world view
- a demonstrated commitment to the principles of the Treaty of Waitangi
- An understanding of national educational policies related to qualifications and assessment.
- intellectual rigour

## Qualifications

### Essential:

- A Qualification at level 7 of the New Zealand Qualifications Framework.

### Desirable:

- A post-graduate qualification in education and/or assessment.
- A teaching qualification or equivalent tertiary experience.

## Other Requirements (Ngā herenga atu o te tūrangā mahi)

Travel around New Zealand will be required to discharge the responsibilities of the position.

In line with NZQA's COVID-19 Vaccination Policy, the position holder is expected to have received a full course of doses of an approved COVID-19 vaccine, including any boosters.

## Development Competencies (Te whanake pūkenga)

NZQA has the following Management and Leadership Competencies for the purpose of development planning:

**Client responsiveness** - Honouring NZQA's commitments to all external and internal clients by providing helpful, courteous, accessible, responsive and knowledgeable service.

**Leading and developing people and teams** – Understanding people and teams and creating a culture where they can be the best they can.

**Self awareness** – Understanding own strengths and weaknesses, being open to feedback, and acting with honesty and integrity.

**Technical expertise** – Technical specialist knowledge that enables high quality results.

**Intellectual drive** – Applying experience, wisdom and judgement to think through problems or issues that involve varied levels of complexity, ambiguity and risk to achieve the most appropriate outcomes.

**Getting required results** – Managing people and other resources consistent with NZQA's values, corporate policies and delegations to achieve the required results.

**Influencing for outcomes** – Building quality relationships and alliance to advance the objectives of NZQA.

**Leading and enabling change** – Identifying opportunities for improvement, leading change and engaging others to make their transition.

## Job Description Scope of Duties (Ngā mahi whāiti o te tūrangā mahi)

The job holder is expected to perform such other duties as can reasonably be regarded as incidental to the job description, and such other duties reasonably within their experience and capabilities as may be from time to time assigned following consultation.